

CHAPTER 15

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CHAPTER 15

RESERVE SPECIAL PAY, INCENTIVE PAY, AND BONUSES

1501 SPECIAL PAY

150101. Imminent Danger Pay/Hostile Fire Pay (HF/IDP) for Active Duty and Inactive Duty Training

A. Reference. “DoDFMR”, Vol. 7A, Chapters 10 and 58 and MCO P1080.40D,

*B. General. The entitlement to HF/IDP is based on the issuance of competent orders directing the performance of duty in a hostile fire area. Hostile fire pay is reported retroactively. From October 1, 2002, HF/IDP is payable at the rate of \$225 for each month of qualifying entitlement and it is not prorated. Reserve members who qualify are to receive the full amount of HF/IDP regardless of the period of time served on active duty during a month. Effective September 11, 2001, a member of the Reserve Component is entitled to IDP for any month during which a member is performing inactive duty for training (IDT) or for a period of appropriate duty in a designated IDP area. Members are entitled to a full monthly rate and is not to be prorated or otherwise reduced.

C. Substantiation. For a Period of Active Duty, payment is substantiated by NAVMC 11116: Miscellaneous Military Pay Order.

D. Commanding Officer’s Action. Prepare and forward a NAVMC 11116 to the MOBCOM Finance Officer, Reserve Pay. The NAVMC 11116 must show the country where the member performed the duty, (include the land area, coastal waters, or airspace) and the period for which the member is to be credited or checked HF/IDP. The period reported must equal or include dates within a previously AD period.

E. MOBCOM Finance Officer, Reserve Pay Action. The finance officer will do the following:

1. Verify the active duty period and issue a discrepancy notice to the unit, if necessary.
2. Compute the amount of HF/IDP to credit or check the member.
3. Report the credit or checkage with TTC 694, SEQ 002 or TTC 694, SEQ 003 (see appendix F).

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*F. For the payment of HF/IDP for a period of IDT (998 remark), the Reserve Reporting Unit is to report a unit diary statement CRED IDP (TTC 899/000). To report a checkage, report CHEK IDP (TTC 899/001). For the reporting procedures, refer to the MCTFSPRIUM (MCO P1080.40D)

150102. Career Sea Pay

A. Reference. "DoDFMR", Vol. 7A, Chapters 18 and 57.

B. General. Career sea pay is based on the member's pay grade and years of sea service.

C. Substantiation. Payment is substantiated by a NAVMC 11116: Miscellaneous Pay Order. The NAVMC 11116 must show the name of the vessel, the member's cumulative years, months, and days of sea service, and the dates of embarkation/debarkation for the entitlement period.

D. Commanding Officer's Action

1. Establish a complete accumulated CARSEA service history document for all members regardless of whether they rate entitlement to CARSEA pay. Include the date of embarkation, date of debarkation, name of vessel, total sea service this period, and cumulative total sea service.

2. File on document side of OQR/SRB.

Note: Periods of sea service claimed but not substantiated must be supported by an affidavit similar to the following example:

Affidavit

"I certify that I served onboard the (name of ship and unit) for the purpose of (reason for being on ship to include route of ship and final destination) from (date to date). This affidavit is made to confirm my eligibility to sea service time."

3. Forward a NAVMC 11116: to the MOBCOM Finance Officer, Reserve Pay, to support entitlement to CARSEA pay when entitlement exists.

E. MOBCOM Finance Officer, Reserve Pay Action

1. Verify the active duty period and issue a discrepancy notice to the unit, if necessary.

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2. Compute the amount of career sea pay due.
3. Report the credit with TTC 694, SEQ 002 (see appendix F).

*150103. Foreign Language Proficiency Pay (FLPP)

A. Reference. FY 05/06 National Defense Authorization Act (NDAA) June 1, 2006, “DoDFMR”, Vol. 7A, Chapter 19, paragraph 190101, and MCO 7220.52.

B. General. With the enactment of the FY 05/06 NDAA, effective June 1, 2006, the entitlement to Foreign Language Proficiency Pay (FLPP) is based on the language(s) in which a reserve member is proficient and the level of that proficiency, not to exceed \$500 a month for a single language or \$1,000 for multiple languages. The payment of FLPP to members with language proficiency in French, German, Italian, Korean, Portuguese (Brazilian and European, Russian, Spanish, Tagalog is restricted unless the member maintains linguistic MOS. A monthly bonus payment will be generated in conjunction with the reserve pay monthly processes, following the entitlement. For active duty members, FLPP is taxed according to their selected tax withholding and for reserve members, FLPP is taxed as a one-time entitlement. For TSP purposes, FLPP is considered a bonus for both active duty and reserve members. Before FLPP is authorized, the commanding officer must certify that the member has met all the eligibility criteria. Prior to June 1, 2006, the payment of FLPP could not exceed \$300 per month and the entitlement was based on the member's MOS duty assignment, language(s), pay level, category code and effective test date, as outlined by the reference and shown in the member's foreign language proficiency (118) remark.

Effective April 2004, the payment of FLPP was automatically generated if a Defense Language Proficiency Test (DLPT) FROM and TO-DATE is resident in a member's foreign language proficiency (118 remark) when drills (TTC 842) or periods of active duty for training (TTC 801, COMP ACDUTRA) are reported and processed.

*Note. Effective June 1, 2006, FLPP is paid at the same rate for active duty and reserve members, but for reserve members it is taxed as a one-time entitlement. It is taxed as a lump sum to ensure that at the end of the year when filing their tax returns that they do not incur a tax liability due to the method their taxable income is computed.

*C. Reserve Pay Codes. The following are the reserve pay codes and descriptions for FLPP.

Pay Code	Tax Code	Description
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Officer

57181	1, 4, 5	FLPP – Category 1 (Drills)
57182	1, 4, 5	FLPP – Category 2 (Drills)
57183	1, 4, 5	FLPP – Category 1 (ACDUTRA)
57184	1, 4, 5	FLPP – Category 2 (ACDUTRA)
57185	4, 5	Reserve FLPP Bonus

Enlisted

57281	1, 4, 5	FLPP – Category 1 (Drills)
57282	1, 4, 5	FLPP – Category 2 (Drills)
57283	1, 4, 5	FLPP – Category 1 (ACDUTRA)
57284	1, 4, 5	FLPP – Category 2 (ACDUTRA)
57285	4, 5	Reserve FLPP Bonus

D. Commanding Officer's Action

1. Establish a complete listing of everyone in the unit with an MOS that requires knowledge of a foreign language.

2. Arrange for members requiring tests to be tested.

*3. Prior to June 1, 2006, if a reserve members DLPT scores have not been reported and are not resident when drills (TTC 842) or a period of active duty (TTC 801) is reported, the payment of FLPP for the language(s) by the DLPT(s) will have to be manually paid. A NAVMC 11116 must be forwarded to the MOBCOM Finance Officer, Reserve Pay, to substantiate payment showing unit/RUC, name, SSN, language(s), pay level, category code, effective date tested, IDT dates (to include number of IDT periods per day), or active duty period. A separate NAVMC 11116 must be forwarded for each active duty and/or IDT period. The NAVMC 11116 may be for an individual or group. If a group NAVMC 11116 is submitted, enter "SEE ATTACHED LISTING" in the Name Of Individual block and attach a listing in grade, alphabetical order, ensuring that all data listed above is included.

E. MOBCOM Finance Officer, Reserve Pay Action

*1. For the payment of FLPP prior to June 1, 2006, verify the active duty/IDT period and issue a discrepancy notice to the unit, if necessary. Research the reserve entitlement (987) remark for remarks with FLPP pay codes (refer to paragraph 150103 and Appendix E) and identical dates to ensure the member's FLPP has not been automatically generated. If a member maintains proficiency in two or more languages, ensure a credit was issued for each language, with the total not exceeding the \$30 daily entitlement.

2. Compute the amount of FLPP due.

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3. Report the credit with TTC 694, SEQ 002 (see appendix F, Table C).

4. If the member was not entitled (e.g., failed to perform duty) or overpaid, report the checkage with TTC 694, SEQ 003 (see appendix F, Table C).

*Note: The member can be paid concurrently for more than one language but the monthly entitlement cannot exceed \$1,000.00.

150104. Hardship Duty Pay For Location Assignment (HDP-L)

A. Reference. “DoDFMR”, Vol. 7A, Chapter 17, paragraph 1701.

B. General. Enlisted members ordered to active duty for 30 days or less and who perform active duty at a designated foreign duty station are entitled to HDP-L. Specific rules for determining entitlement for HDP-L are in the “DoDFMR”, Vol. 7A.

C. Substantiation. Unit diary.

D. Commanding Officer’s Action. Report a diary entry to credit or check HDP-L. The diary entry reporting HDP-L entitlement must be reported concurrent with or subsequent to the completed AD entry.

150105. Diving Duty Pay

A. Reference. “DoDFMR”, Vol. 7A, Chapter 11, paragraph 1101.

B. General. Qualified officers and enlisted personnel who are designated as divers by proper authority may be authorized diving duty. Personnel must be assigned to and performing diving duty.

C. Substantiation. Unit diary.

D. Commanding Officer’s Action. Report a diary entry to initiate diving duty pay or to credit or check diving duty pay.

1502 INCENTIVE PAY

150201. Hazardous Duty Incentive Pay For Toxic Fuels (Or Propellants) Duty And Toxic Pesticides Duty

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A. Reference. “DoDFMR”, Vol. 7A, Chapter 24, paragraph 2407

B. General. Toxic fuels (or propellants) duty is defined by a member's primary duty being in an area with a potential for accidental or inadvertent exposure to highly toxic fuels or propellants. Toxic pesticides duty involves a member being assigned by competent orders to the entomology, pest control, pest management, or preventive medicine functions of a uniformed service for a minimum period of 30-consecutive days.

C. Substantiation. Payment is substantiated by a NAVMC 11116: Miscellaneous Military Pay Order.

D. MOBCOM Finance Officer, Reserve Pay Action

1. Verify the active duty period and issue a discrepancy notice to the unit, if necessary.

2. Compute the amount of pay due.

3. Report the credit with TTC 694, SEQ 002 (see appendix F).

150202. Entitlement To Other Incentive Pays

A. Reference. “DoDFMR”, Vol. 7A, Chapters 24 and 57, paragraph 5704, and MCO P1080.40, paragraph 5082.

B. General. Entitlement to incentive pay requires the issuance of competent orders directing the performance of hazardous duty. Orders are issued by the HQMC, CGs, and CO's authorized by the HQMC. The orders specify the type of duty and whether or not the orders are permanent or temporary.

C. Substantiation. Unit diary.

D. Commanding Officer's Action. Report a diary entry to credit or check the type of incentive pay due the member.

1503 BONUSES

150301. Reserve Enlistment Bonus (REBO), Reenlistment Bonus (RENBO), Selected Reserve Incentive Program (SRIP) And Selected Reserve Affiliation Bonus (SERAB)

A. Reference. MCO 7220R.40 and MCO 1080.40, Chapter 9, and MARAD-MINs 302/05, 526/05 and 528/05.

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B. General. Once a member becomes eligible for a REBO, RENBO, or SERAB, the unit commander will contact the HQMC/RAP-32, #2 Navy Annex, Washington, D.C. 20380-1775, and request a bonus control number to substantiate the bonus payment. The unit commander will then report a diary entry to credit the bonus due the member. All reenlistment requests must be submitted using TFRS.

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Note: When TTC 900 is reported by the commanding officer and the reserve member is enrolled in DD/EFT, a payment will be made to the member's financial institution within approximately 48 hours if a garnishment of pay is not in effect. If the member does not have an established DD/EFT financial institution in the MCTFS, the amount due will be reflected in the member's next scheduled payday.

150302. Recoupment Of Bonuses

A. Reference.

(1) "DoDFMR", Vol. 7A, Chapter 57, paragraph 570409, and MCO 7220R.38 for REBO, RENBO, SRIP and SERAB.

(2) "DoDFMR", Vol. 7A, paragraph 600601 for IRREB.

B. General. The unearned portions of REBO, RENBO, SRIP, SERAB, or payments will be automatically recouped when the entitlement is terminated by the 'TERM BON' diary transaction as explained in MCO P1080.40. The unearned portion of the IRREB payment will be recouped when the entitlement is terminated for reasons also stated in the references. Recoupment of the IRREB is substantiated by a DD Form 114 which is forwarded to the MOBCOM Finance Officer, Reserve Pay from the HQMC/RAP-32. The MOBCOM Finance Officer, Reserve Pay will report the IRREB recoupment with TTC 694, SEQ 003 (see appendix F).

(1) Cash deposits to liquidate bonus recoupments, all types, will be processed as prescribed in Chapter 18.

(2) The liquidation of indebtedness procedures described in Chapter 18, section 5, may be used to recover bonus recoupments. If a liquidation of indebtedness is established, it will always be established with a tax code of '1' only for the current year in which the bonus was paid.

150303. Reserve Incentive Program (SRIP) Anniversary Payments To Active Reserve (AR) Personnel

A. Reference. MCO 7220R.38.

B. General. Active reserve (AR) personnel on full-time active duty in support of the reserve component are entitled to anniversary payments due under the SRIP. The HQMC/RAP-32 will monitor the anniversary payments for these members and when payment is due they will input the appropriate diary statement to credit the account.

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150304. Reservists' Separation Pay (RSSP) And Reservists' Involuntary Separation Pay (RASP)

A. Reference. "DoDFMR", Vol. 7A, paragraphs 580504 and 580505 and HQMC/RA message 151928Z NOV 94 (ALMAR 346/94).

B. General. Effective November 15, 1994, RSSP and RASP are only payable to reserve members who lose their selected reserve billet due to a unit relocation, unit deactivation, reduction or unit strength as directed by the HQMC or Commander, Marine Forces Reserve (COMMARFORRES). Separation benefits are payable in the following categories:

(1) Reservists' Special Separation Pay (RSSP). RSSP is payable to reserve members with 20 or more years of qualifying service for retirement who are not subject to the high tenure (HYT) policy and who lose their billet as a result of a unit deactivation, unit relocation, or loss of billet. Members will receive one single special separation pay payment. Members must be enrolled in DD/EFT before payments can be made. Payments will be made by the MOBCOM Finance Officer, Reserve Pay.

(2) Reservists' Involuntary Separation Pay (RASP). RASP is payable to a reserve member who has completed at least 6 years but less than 15 years of qualifying service upon involuntary discharge for transfer from the SMCR. Note: An involuntarily separated AR member who is not otherwise entitled to active duty separation pay may qualify for this separation pay. Payment is not authorized if a member is separated before March 11, 1993.

C. Substantiation. Original and one copy of a NAVMC 11116: Miscellaneous Military Pay Order stating RSSP or RASP, the effective date of discharge/transfer, approval letter/message from the HQMC or the COMMARFORRES stating the member's effective date of discharge/transfer, total years' of qualifying service, total years' of service and total reserve retirement credit points (for RASP only), and a diary entry reporting the member's discharge or transfer. Payment is not authorized if a member is separated before March 11, 1993.

Note: If the approval letter/message does not contain the above information, it must be provided on the NAVMC 11116.

D. Commanding Officer's Action. Prepare diary entries discharging or transferring member. Prepare a NAVMC 11116 attach the approval letter/message, and forward it to the MOBCOM Finance Officer, Reserve Pay. When a copy of the NAVMC is returned, file it on the document side of the member's service record.

E. MOBCOM Finance Officer, Reserve Pay Action

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(1) Determine the amount of the transition benefit payment. RSSP and RASP payments are not subject to FICA or Medicare taxes.

(2) Report the benefit using TTC 694 002 (see appendix F) using one of the following pay codes and tax code 5.

(a) 56186 - Officer that has completed at least 6 but not more than 15 years of reserve service.

(b) 56286 - Enlisted that has completed at least 6 but not more than 15 years of reserve service.

(c) 56187 - Officer that has completed at least 20 years of reserve service.

(d) 56287 - Enlisted that has completed at least 20 years of reserve service.

3. For RSSP payments made, report STRT RSSP INSTAL, TTC 692 000. (See appendix F.)